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## MEMORANDUM FOR THE RECORD

SUBJECT: PMCD's Effort in Preliminary Conversion Requirements of the New Staffing System

1. Research conducted on number of position numbers assigned in each office (approx. 60) and date of establishment of offices. (October 1970)
2. Developed listing of title suffixes and abbreviations limited to five characters for consistency throughout the Agency. (January 1971)
3. Developed listing of footnote symbols and definitions. (January 1971)
4. Issued approximately 5 Forms 261 deleting footnote symbols and conforming to new listing (February 1971)
- X 5. Three memoranda prepared for Executive Director-Comptroller approval recommending changing the IN Career Service to EN and correction of exceptions to the rules of charging supergrade positions and personnel. This is necessary for the Supergrade Report to be produced automatically and without any manual insertions. (April 1971)
6. Arranged briefing for PMCD personnel by [REDACTED] on SIPS and new Form 261. (July 1971) 25X1A
7. Approximately 70 Forms 261 were issued between July and September 1971 to: shorten organizational titles to 36 spaces; standardize totals by Departmental, [REDACTED] Foreign Field by Staff and Military; input current ceilings; correct position titles to correspond with occupational codes; delete extra organizational titles such as Annex, Project Annex, etc.; and realign organizational titles. (July-September 1971) 25X1A
8. Two Forms 261 were issued transferring [REDACTED] from Foreign Field [REDACTED] on FE Division and O/DDI PCR's. (July 1971) 25X1A 25X1A
9. Issued a Form 261 transferring Recruitment Officers from Departmental [REDACTED] on the Office of Personnel PCR for identification of position location. (July 1971) 25X1A
10. Prepared memo for PMCD personnel on footnotes, totals, organizational title limitations, ceilings, suffixes and position titles to familiarize them with new requirements of Number 7 above. (August 1971)

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\* 11. Revised Occupational Handbook of Position Titles and Codes to include correct suffix abbreviations, footnote symbols and definitions, title abbreviations, wage board schedules (WG, WL, and WS), etc. to be issued prior to conversion to new system. (June-September 1971)

12. Reviewed military position titles and codes for inclusion in the Occupational Handbook of Position Titles and Codes. Shortened some abbreviations to conform to twenty space limitation. Obtained additional titles and codes and definitions for DIA military positions established on NPIC PCR. (September 1971)

STATSPEC

13. Issued Form 261 deleting nonceiling position totals [REDACTED] PCR. (August 1971)

14. Issued Form 261 deleting Special Detail-Internal and Special Detail-External from Temporary Assignment Staff. (August 1971)

STATSPEC

15. Issued 13 Forms 261 identifying intermediate level organizational titles thereby realigning all other organizational titles below the intermediate level. Intermediate levels were identified in Office of Personnel, Office of Security, Office of Finance, Office of Economic Research, [REDACTED] Central Reference Service, Technical Services Division, Office of Special Activities, Near East Division, National Photographic Interpretation Center, Soviet Bloc Division, [REDACTED] and European Division. (Sept 1971)

25X1A

STATSPEC

16. In the process of reviewing PCR's for intermediate levels 2 Forms 261 were prepared realigning organizational titles in Domestic Contact Service and Western Hemisphere Division. (September 1971)

17. A new component, Information Services Division was established with intermediate levels. (October 1971)

18. Prepared memo for PMCD personnel on intermediate levels. (September 1971)

19. Issued Form 261 to delete asterisk and definition Accommodation Allocation from NE Division to conform to listing of footnote symbols and definitions. (September 1971)

20. Meetings were held with Office of Personnel personnel to discuss establishing Credit Union, Employee Activity Association and Insurance Branch positions on the OP PCR. (September 1971)

21. Issued 3 Forms 261 for Technical Services Division, Office of Logistics and NPIC to input "99" on GP and GA positions. (October 1971)

\* At time of conversion W, L & S change to WG, WL & WS and LB change to WP.

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22. In the review of station locations to determine if properly identified by [REDACTED] Foreign Field had the definition of [REDACTED] positions revised to exclude the [REDACTED] and included in the definition of Foreign Field positions. (October 1971)

23. Memo prepared on Executive Pay positions for approval of Director of Personnel to insert numerical number opposite EP and change PL positions of DCI and DDCI to EP. (October 1971)

24. Prepared memo to accompany PCR's for Agency components to insert organizational title abbreviations limited to five characters on titles through branch levels. (October 1971)

25. Sent PCR's to approximately 60 components for insertion of abbreviations for organizational titles. Reviewed PCR's upon return to insure that instructions were followed. Answered inquiries of why, what and how on the above. (October 1971)

26. Prepared memo for PMCD personnel on location codes, suffixes, footnotes, organizational title abbreviations. (October 1971)

27. Modified present Form 261 to include columns for suffixes, footnotes, location codes, emergency relocation and supervisory codes to be used until conversion to the new system and new form is used. (October 1971)

28. As of 1 November 1971 all Forms 261 will be issued with location codes, suffix and footnote columns and organizational title abbreviations as necessary.

29. Distributed approx. 60 PCR's to PMCD classifiers for verification of location codes and insertion of codes where they were not automatically assigned. (October 1971).

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All position locations identified except for:



The above are undetermined (99999). Most were not identified because of sensitivity of project or location.

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39. Prepared memo for PMCD personnel on designation of Supervisory positions. (November 1971)

25X1A

40. Issued Form 261 on O/Commo to establish separate positions for identification of specific locations. 32 positions transferred from Departmental [REDACTED]. (November 1971)

41. Distributed PCR's to PMCD personnel for identification of supervisory positions. (November 1971)

42. Issued 9 Forms 261 changing PL positions to EP and adding 04 and 05 to other EP positions. (December 1971)

43. Prepared memo to change Occupational Code Book on EP positions. (December 1971)

44. Issued 2 Forms 261 transferring Credit Union, EAA, Insurance Branch, and Special Detail-Foreign from TAS to OP. Also deleted fringe 163 from Clerical Unit totals in TAS. The Special Detail-Foreign positions ~~fx~~ were established on OP T/O but the people will remain on TAS. (December 1971)

X 45. Compiled list of slash incumbency allocations. ~~fx~~ reflected on PCR's. This was in connection with rule to count incumbency allocations at the higher <sup>grade</sup> slash upon conversion. At the same time listed all other slash grade positions. (December 1971)

46. Issued Form 261 for O/Logistics to remove Sup from positions. This was noticed when identifying supervisory positions. (December 1971)

47. Issued Form 261 to establish separate positions for supervisory positions (14) in WH Division. (December 1971)

48. Meetings held with PSD/OL on producing Occupational Code Book on EPIC system. PSD agreed to this. (Nov-Dec 1971)

49. Prepared memo for PMCD personnel on assignment of position numbers. (December 1971)

50. Prepared memo for PMCD personnel on ceiling input. (December 1971)

51. Reviewed list of emergency relocation designated positions. Problems to be solved involve positions with more than one planned incumbency, deleted position numbers, Dev Complement numbers, etc. (December 1971)

52. Unique occupational codes and titles established for DDP Division Chiefs and ~~Deputies~~ Deputies. (January 1972)

53. 20 Forms 261 issued on unique codes and titles for DDP Division Chief and Deputies. (January 1972)

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54. PCR's sent to Coding Clerk/SRB for coding of supervisory positions. PCR's as of 31 October 1971 updated through December 1971). (January 1972)

55. Issued Form 261 establishing 10 Dev Complement positions on PCR for O/DDS for automation of CSGA. This was approved by Ex Dir-Compt. (January 1972)

25X1A

56. List of Emergency Relocation designated position problems sent to [REDACTED] SSS. He indicated he would be in touch in a couple of weeks. ~~XXXXXXXX~~ (January 1972)

57. The Executive Director-Comptrolled approved changing IN Career Service to EN 7 January 1972. Form 261 issued with effective date of 1 February 1972. (January 1972)

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58. Issued Form 261 deleting [REDACTED] Foreign Field Career Trainee positions on CTP PCR. These positions are never used and location codes could not be determined. (January 1972)

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59. Addition of upper level position ceilings to PCR's.

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